an post commerce

Bulk rates for Meter and Ceadúnas customers

Volumes of 200 items upwards
1st March 2022

An Post has five discount services available to volume customers who pay their postage by Ceadúnas or by Meter machine. These discounts are based on **speed of delivery**, **what is being sent** and **the volume being sent in a single mailing**.

To avail of these discounts, the following criteria must be met:

- Mail must be presented at a time that facilitates off-peak processing and sorting.
- Mail must meet the size and weight dimensions detailed in this brochure.
- Mailing must meet the volume requirement for the specified service in a single mailing within the Republic of Ireland.

Please note that An Post offers separate discounts to volume posters of direct mail and publishers of magazines and periodicals. These are separate service offerings and cannot be availed of in conjunction with the discounts outlined in this brochure.

Volume based pricing

The discounts offered by An Post are linked to the volume of mail a customer is sending in a single mailing. Naturally the level of discount increases as the volume of a single mailing increases. Entry level thresholds depend on the mail type being sent; Letters, Large Envelopes and Packets. When presenting mail to avail of discounts, it is permissible to combine both letters and large envelopes of various weights in order to exceed the 200 item threshold only. Packets of different weights may also be mixed to reach the 200 item packet threshold. To avail of the discounts for 2,000 plus item mailings, the mailing must be made up of items of a single format only; i.e. letters or large envelopes of a single weight band. For further information please go to www.anpost.com/bulkmail

The entry level volume for the various discounts are listed below:

	USO				
DISCOUNT NAME	**SPEED**	**ECO**	**BUDGET**	**IMPACT**	**PRE-SORT**
Letter	200	200	5,000	200	10,000
Large Envelope	200	200	5,000	200	N/A
Packet	200	200	N/A	N/A	N/A

Letter

Specified dimensions

No larger than C5 (holds an A4 sheet of standard paper folded), weighing no more than 100g. Heavier or larger items may be classed as a large envelope, packet or parcel.

Minimum dimensions
140mm x 90mm x 0.18mm (with a tolerance of 2mm)

Maximum dimensions
235mm x 162mm x 5mm

Maximum weight
100g

	USO				
	SPEED	ECO	BUDGET	IMPACT	PRE-SORT
Delivery Target	Next Day	2 Days	3 Days	3 Days	3 Days
Preparation of Mail	Machine Sort*	Machine Sort*	Machine Sort*	Manual Sort#	Pre-Sorted□
Time of Presentation	3.00pm	3.00pm	3.00pm	3.00pm	3.00pm
Volume per mailing					
>200	€0.96	€0.91	N/A	€1.01	N/A
>2,000	€0.89	€0.83	N/A	€0.92	N/A
>5,000	€0.88	€0.82	€0.78	€0.91	N/A
>10,000	€0.87	€0.81	€0.77	€0.90	€0.81
>20,000	€0.86	€0.80	€0.76	€0.89	€0.79

*Machine sort mail is mail which can be automatically read and processed by An Post's automated equipment, to a level in excess of 85%.

#Mail does not meet machine sort mail requirements.

□Mail is presented pre-sorted into 151 sorts specified by the An Post pre-sort requirements. Please contact us on 01 705 7600 if you require details of these specifications.

Large Envelope

Specified dimensions

A Large Envelope caters for flat items, such as an A4 sheet of standard paper, no larger than the maximum dimensions shown and weighing no more than 500g. Heavier or larger items may be classed as a packet or parcel.

Minimum dimensions
250mm x 160mm x 0.75mm

Maximum dimensions
350mm x 250mm x 18mm

Maximum weight
500g

		USO			
		SPEED	ECO	BUDGET	IMPACT
Delivery Target		Next Day	2 Days	3 Days	3 Days
Preparation of Mail		Machine Sort*	Machine Sort*	Machine Sort*	Manual Sort#
Time of Presentation		3.00pm	3.00pm	3.00pm	3.00pm
Volume per mailing					
100g	>200	€1.79	€1.68	N/A	€1.95
	>2,000	€1.64	€1.56	N/A	€1.78
	>5,000	€1.62	€1.54	€1.51	€1.76
	>10,000	€1.60	€1.52	€1.49	€1.74
	>20,000	€1.58	€1.50	€1.46	€1.72
250g	>200	€2.25	€2.15	N/A	€2.45
	>2,000	€2.07	€1.98	N/A	€2.20
	>5,000	€2.04	€1.96	€1.93	€2.18
	>10,000	€2.01	€1.93	€1.90	€2.15
	>20,000	€1.99	€1.91	€1.88	€2.13
500g	>200	€3.00	€2.94	N/A	€3.35
	>2,000	€2.90	€2.82	N/A	€3.03
	>5,000	€2.87	€2.79	€2.76	€3.00
	>10,000	€2.84	€2.76	€2.72	€2.97
	>20,000	€2.81	€2.72	€2.69	€2.94

*Machine sort mail is mail which can be automatically read and processed by An Post's automated equipment, to a level in excess of 85%.

#Mail does not meet machine sort mail requirements. Dimensions for manually processed large envelopes are min: 140mm x 90mm x 0.18mm, max: 400mm x 300mm x 25mm.

Packet

Specified dimensions

Weighing no more than 1kg and within the dimensions shown. Heavier or larger items will be classed as a parcel.

Minimum dimensions
100mm x 70mm x 25mm
(with a tolerance of 2mm)

Maximum dimensions
Length, width and depth combined of 900mm with no dimension exceeding 600mm (with a tolerance of 2mm)

Maximum weight
1kg

Roll-shaped Packet
The length and twice the diameter shall not exceed 1,040mm and the greatest dimension shall not exceed 900mm

		USO	
		SPEED	ECO
Delivery Target		Next Day	2 Days
Preparation of Mail		Manual Sort	Manual Sort
Time of Presentation		3.00pm	3.00pm
Volume per mailing			
100g	>200	€3.38	€3.31
	>500	€3.34	€3.26
	>1,000	€3.29	€3.21
250g	>200	€4.12	€4.04
	>500	€4.07	€3.98
	>1,000	€4.01	€3.92
500g	>200	€5.48	€5.33
	>500	€5.41	€5.25
	>1,000	€5.33	€5.17
1kg	>200	€7.96	€7.88
	>500	€7.92	€7.82
	>1,000	€7.88	€7.70

Sorting requirements

It is important to distinguish between the processing and the sorting of mail by the automated equipment used by An Post to ensure the criteria for volume discounts are met.

Speed

Mail must be presented before 3pm at one of the Mail Centres or An Post Acceptance Offices. Letters and Large Envelopes must be capable of being processed, by automated equipment, with at least 85% of it sortable to its destination by automated equipment.

Eco

Mail must be presented before 3pm at one of the Mail Centres or An Post Acceptance Offices. Letters and Large Envelopes must be capable of being processed, by automated equipment, with at least 85% of it sortable to its destination by automated equipment. In addition, mail must be presented two working days in advance of the working day on which delivery is required.

Budget

Mail must be presented before 3pm at one of the Mail Centres. Letters and Large Envelopes must be capable of being processed, by automated equipment, with at least 85% of it sortable to its destination by automated equipment. In addition, mail must be presented three working days in advance of the working day on which delivery is required.

Impact

Mail that is not capable of being processed by automated equipment and is presented before 3pm at one of the Mail Centres or An Post Acceptance Offices. In addition, mail must be presented three working days in advance of the working day on which delivery is required.

Pre-Sort

Mail that is not capable of being processed by automated equipment, but is already sorted into the An Post 151 pre-sort specifications and is presented before 3pm at one of the Mail Centres or An Post Acceptance Offices. In addition, mail must be presented three working days in advance of the working day on which delivery is required.

Automated Sorting Read-Rate

The ability of automated processing equipment to read the address on each mail item and sort it correctly is a function of a number of variables including the accuracy and legibility of the address, the font used and the spacing between characters that make up the address.

An Post has produced a brochure entitled 'Speed Up Your Post' which outlines the criteria that need to be met when posting large volumes of mail. Customers wishing to avail of the discounts should contact Customer Services on 01 705 7600 or log on to anpost.com where a copy of the brochure is available.

Mail Centres and Acceptance Offices

Mail Centres

Dublin
Oak Road
Knockmitten
Dublin 12
D12 V4AC

Athlone
Dublin Road
Athlone
Co. Westmeath
N37 FF68

Portlaoise
Father Browne Avenue
Portlaoise
Co. Laois
R32 A32F

Discount Mail Acceptance Offices

Ballina
Castlebar
Drogheda
Ennis
Killarney
Longford
Mullingar
Newbridge
Swords
Tullamore

Bray
Cavan
Dublin 3
Galway
Letterkenny
Mallow
Naas
Roscommon
Thurles
Waterford

Carlow
Clonmel
Dundalk
Glenageary
Lifford
Maynooth
Navan
Shannon
Tralee
Wexford

Carrick-on-Shannon
Cork South City
Dungarvan
Kilkenny
Limerick
Monaghan
Nenagh
Sligo
Tuam

How to proceed

To avail of the discounts in this brochure, please contact an An Post Account Manager.

If you wish to arrange for a meeting with an Account Manager contact Customer Services on **01 705 7600**.

Disclaimer: The information contained in this leaflet is for illustrative purposes only. For USO services please see the published terms and conditions on **anpost.com**, for other services please refer to the appropriate terms and conditions or to your contract.

Universal Services (USO)
Universal Services are specified in the Communications Regulation (Universal Postal Service) Regulations 2012-2019 and identified as 'USO' in this publication. See **anpost.com** for the terms and conditions for these services.

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